

# Contractor Pro Forma Meter Installation, Replacement, and Disconnection Form

The Network Access Permit (NAP) application process requires all meter details to be provided in the Developer Services Portal (Portal) by the Consultant.

The purpose of this form is to enable Licenced Contractors to capture all necessary details for new, re-used, and/or removed water meters.

Once completed, Contractors are to return this form to the Consultant, who will upload the detail for each water meter in the Portal.

*For Consultants only: This form is NOT to be uploaded into the Portal but to guide the collection of information. Individual meter information must be entered into the Portal directly and if you have multiple meters to add, look for the Clone button which allows you to replicate an existing meter information record and change items such as the Serial Number.*

Meter information will require revalidation at the Compliance stage (post construction) when the As-constructed Certification Package is submitted.

## Property information

Please provide the primary property address (original land parcel) relevant to this meter installation.

Property number	Street name	Suburb	QLD	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

## Installer details

Contact name	Company name	Daytime phone number	Mobile phone number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		Signature and date	
<input type="text"/>		<input type="text"/>	

**Remember: Urban Utilities requires information relating to new, re-used and removed meters. Include all this information on this form so the application can continue to progress.**

**Privacy and why we collect your information:** Urban Utilities collects this personal information as a distributor-retailer under the South-East Queensland Water (Distribution and Retail Restructuring) Act 2009 (Qld). Personal information is collected for the purposes of processing and managing water approval applications and other requests for service. The personal information we collect may also be used to make contact with you, your authorised agent/s and property owners about your applications and requests, to verify your identity, to contact you about accounts, network faults and emergencies, to manage the water and sewerage services we provide and to conduct customer research. Urban Utilities may use and/or disclose your personal information to its employees, agents or contractors for these purposes and other third parties as otherwise required or authorised by law. For more on how we protect the personal information we collect, and to find out how to make a privacy complaint, search Privacy on our website. ([urbanutilities.com.au](http://urbanutilities.com.au))

## METER INFORMATION

Please complete the property details and meter information for all new meter installations.

	Real property description			Property address			Meter information						Comments		
	Lot number	Plan type	Plan number	Street number	Street name	Suburb	Date installed	Meter number	Initial meter reading	Meter type	Meter size	Meter location L C R			Include details of non-standard meter locations
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Lot number	Plan type	Plan number	Street number	Street name	Suburb	Date installed	Meter number	Initial meter reading	Meter type	Meter size	Meter location			Include details of non-standard meter locations
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Lot number	Plan type	Plan number	Street number	Street name	Suburb	Date installed	Meter number	Initial meter reading	Meter type	Meter size	Meter location			Include details of non-standard meter locations
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	Lot number	Plan type	Plan number	Street number	Street name	Suburb	Date installed	Meter number	Initial meter reading	Meter type	Meter size	Meter location			Include details of non-standard meter locations
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